



Concordia  
UNIVERSITY

CONCORDIA UNIVERSITY

MINUTES OF THE OPEN SESSION  
OF THE MEETING OF THE BOARD OF GOVERNORS

Held on Thursday, September 29, 2004, immediately following the Closed Session,  
in Room GM 407-1, SGW Campus

Present

Governors: Mr. Alain Benedetti, *Chair*, Dr. Rama Bhat, Mr. Patrice Blais, Me Gerald C. Burke, Mr. Alexander Carpini, Mr. Charles G. Cavell, *Vice-Chair*, Hon. Baljit Singh Chadha, Dr. June Chaikelson, Dr. Sally Cole, Mr. Howard Davidson, Mr. Brian Edwards, Mr. Brent Farrington, Ms. Suzanne Gouin, Mr. George Hanna, Mrs. Judith Kavanagh, Dr. William Knitter, Mr. Houman Kousha, Mr. Peter Kruyt, *Vice-Chair*, Dr. Lawrence Kryzanowski, Dr. Frederick Lowy, *Rector and Vice-Chancellor*, Ms. Patricia Lavoie, Ms. Christine Lengvari, Mr. Desmond O'Neill, Mr. John Parisella, Ms. Natalie Pomerleau, Mr. Alex G. Potter, Mr. Richard Renaud, Dr. Rhona Richman Kenneally, Ms. Patricia Saputo, Mrs. Suzanne Sévigny, Mr. Jacques St-Laurent, Mrs. Mackie Vadacchino de Massy, Mr. Ivan Velan, Mrs. Lillian Vineberg, Mr. Tyler Wordsworth

Non-voting Observers: Ms. Jean Freed, Mr. John Hall

Officers of the University: Prof. Marcel Danis, Mr. Michael Di Grappa, Mr. Larry English, Dr. Martin Singer, Dr. Truong Vo-Van

Guests: Me Pierre Fréreau (Assistant Secretary-General and General Counsel), Mr. Garry Milton (Executive Director, Rector's Cabinet)

Absent

Governors: Me Rita de Santis, *Vice-Chair*, Mr. Tony Meti, Mr. Eric Molson, *Chancellor*, Dr. Hani Shennib, Mr. Jonathan Wener

1. Call to Order

The Open Session was called to order at 8:20 a.m.

1.1 Chair's remarks

Mr. Benedetti invited all Governors to participate and/or sponsor someone for tomorrow's annual Shuffle, which will depart from the McConnell Building at 1 p.m.

He also congratulated Mr. Michael Di Grappa, who was re-appointed Vice-President, Services, for a second five-year term, beginning on June 1, 2005 and ending May 31, 2010, during the Closed Session meeting.

1.2 Approval of the Agenda

Upon motion duly moved and seconded (Vadacchino de Massy, O'Neill), it was unanimously RESOLVED:

R-2004-6-4 *THAT the Agenda be approved.*

1.3 Approval of the Minutes of the Open Session of the previous meeting (June 17, 2004)

Upon motion duly moved and seconded (Davidson, Kousha), it was unanimously RESOLVED:

R-2004-6-5 *THAT the Minutes of the Open Session of the previous regular meeting of the Board of Governors, held June 17, 2004, be approved.*

2. Business arising from the Minutes not included on the Agenda

There was no business arising from the Minutes.

3. Report of the President on the state of the University (Document BG-2004-6-D3)

- 3.1 State of the University, September 2004
- 3.2 The 2003-2004 academic year
- 3.3 Challenges and objectives for 2004-2005

Dr. Lowy referred to his report which had been included in the Board documentation sent in advance to all Governors. The report, divided into three parts, includes an assessment of where the University stands at the moment, a summary of the highlights and notable events of the 2003-2004 academic year, and a list of challenges and objectives for the 2004-2005 academic year. Dr. Lowy specified that the latter will be the major topic at the upcoming Board retreat.

Dr. Lowy stated that University is moving in the right direction with respect to the traditional critical success factors for universities. He gave an overview of the state of the University, mentioning that the graphs appended to his report contained the statistical details and commenting on the information in his report with respect to student enrolment, hiring of full-time faculty members, teaching, research, physical facilities, alumni relations, and budget and finance. Dr. Lowy responded to questions from Governors.

4. Update on Board of Governors' retreat planning

The update was done during the Closed Session.

5. Membership of Standing Committees of the Board (Document BG-2004-6-D4)

Mr. Benedetti informed Governors that a revised version of Document BG-2004-6-D4 had been distributed. Ms. Pomerleau pointed out that in the past students were consulted for the attribution of seats on committees. Mr. Benedetti responded that Mr. Farrington had submitted suggestions to him, which he had considered before making his decision. Mr. Farrington pointed out his displeasure of not being included on the Real Estate Planning Committee. The Chair replied that he would take this matter under advisement.

Upon motion duly moved and seconded (Lowy, Renaud), it was RESOLVED with two opposed:

R-2004-6-6 *THAT the membership of the Board Standing Committees, as set out in Document BG-2004-6-D4 (revised), be approved.*

6. Amendment to the terms of reference of the Concordia Council on Student Life (Document BG-2004-6-D5)

Upon motion duly moved and seconded (Lowy, Potter), it was unanimously RESOLVED:

R-2004-6-7 *THAT the revisions to the terms of reference of the Concordia Council on Student Life, as outlined in Document BG-2004-6-D5, be approved.*

7. Election of a member of the Advisory Search Committee for a Dean of Fine Arts

Upon motion duly moved and seconded (Lowy, Wordsworth), it was unanimously RESOLVED:

R-2004-6-8 *THAT Ms. Melissa Gruber, an undergraduate student nominated by the Concordia Student Union, be elected as a member of the Advisory Search Committee for a Dean of Fine Arts.*

8. Change of title of Chief Financial Officer

Mr. Hanna indicated that the change of title would more adequately reflect the duties and responsibilities of the position and be in line with other institutions. The members of the President's Cabinet had been consulted and concurred with this recommendation.

Upon motion duly moved and seconded (Hanna, Chadha), it was unanimously RESOLVED:

R-2004-6-9 *THAT the title of Chief Financial Officer be changed to Vice-President, Finance in English, and to Vice-recteur aux finances in French.*

9. Report and recommendation of the Ad-Hoc Committee to Review the Structure of the Faculty of Arts and Science (Document BG-2004-6-D6)

Dr. Lowy pointed out Dr. Singer's intent to conduct an in-depth study regarding the structure of the Faculty of Arts and Science during his last year of his mandate as Dean. However, due to the latter's appointment as Provost and the appointment of an Interim Dean, it was decided to establish an ad-hoc committee to review the structure immediately since it was felt that the Faculty would not be well served by having an Interim Dean for an indefinite period.

The committee's recommendations, fully detailed in Document BG-2004-6-D6, are that an immediate search be undertaken for a Dean of Arts and Science and that an overall review of all academic units be established by the Board, once a new President will have been appointed.

9.1 Establishment of an Advisory Search Committee for a Dean of Arts and Science

Pursuant to the above recommendation, upon motion duly moved and seconded (Lowy, Vineberg), it was unanimously RESOLVED:

R-2004-6-10 *WHEREAS Dr. Martin Singer was re-appointed Dean of the Faculty of Arts and Science by the Board of Governors on June 20, 2001 for a second five-year term beginning on June 1, 2002 and subsequently appointed Provost by the Board on February 19, 2004 for a five-year term beginning June 1, 2004;*

*WHEREAS an Ad-Hoc Committee was established by the Rector (now President) and Vice-Chancellor to examine the present structure of the Faculty of Arts and Science;*

*WHEREAS, pending the recommendations of the Ad-Hoc Committee, Dr. June Chaikelson was appointed Interim Dean of the Faculty of Arts and Science by the Board on May 20, 2004, for a term of one year or until such time that the Board will have appointed a permanent incumbent to the position, whichever comes first.*

*WHEREAS, further to its review, the Ad-Hoc Committee has concluded that it would not be advisable to divide the Faculty as this time and that an immediate search be undertaken for a new Dean of Arts and Science, the whole as more fully detailed in Document BG-2004-6-D6;*

BE IT RESOLVED:

*THAT an Advisory Search Committee for the position of Dean of Arts and Science be established in accordance with the composition set out in the Rules and Procedures for Senior Administrative Appointments (Policy BD-5):*

1 *Chair;*

2 *Members of the Board, one of whom shall be a representative of the community-at-large or the alumni, the other shall be a faculty member from a Faculty other*

- than the one whose deanship is being searched, recommended by the Executive Committee of the Board;
- 4 Full-time faculty members, nominated by election by the faculty at large in the Faculty where the position is being searched;
- 1 Regular part-time faculty member, nominated by election by the part-time faculty of the Faculty where the position is being searched;
- 1 Dean from a Faculty other than the one whose deanship is being search, recommended by the Executive Committee of the Board;
- 2 Students (one graduate and one undergraduate) from the Faculty where the position is being searched, nominated by their respective student associations;
- 1 Member of the administrative and support staff from the Faculty in question, nominated in accordance with the Electoral College Policy.

THAT a person be designated by the Chair of Board of Governors to act as Secretary of the Committee;

THAT, once the Advisory Search Committee has begun its work, the Chair of the Committee report progress to the Board every month; and

THAT the Chair of the Board be authorized to appoint a replacement for any member who may be resigned, such appointment to be made in consultation with the Chair of the committee and with the constituency of the committee member who has resigned.

THAT, upon recommendation of the Executive Committee of the Board, the following persons be elected as members of the Advisory Search Committee:

- Me Rita de Santis, a member of the Board representing the community-at-large;
- Dr. Rama Bhat, a member of the Board representing faculty from a Faculty other than the one whose deanship is being searched; and
- Prof. Christopher Jackson, a Dean from a Faculty other than the one whose deanship is being searched.

10. Amendment to the Pension Plan (Document BG-2004-6-D7)

The Chair of the Pension Committee, Mrs. Judith Kavanagh, explained that, in light of increased litigation and higher deductibles, it is essential to increase the current fiduciary liability insurance coverage to ensure appropriate and adequate protection for the persons serving on the Pension Committee, and their delegates, as well as its employees with administrative duties in this regard.

Upon motion duly moved and seconded (Kavanagh, Edwards), it was unanimously RESOLVED:

R-2004-6-11 WHEREAS the Pension Committee met on September 8, 2004 to consider an amendment to the text of the Pension Plan to incorporate fiduciary liability protection for the members of the Pension Committee and other pension administrators;

BE IT RESOLVED:

*THAT, upon recommendation of the Pension Committee, the Board of Governors approve the amendment to the Pension Plan for the Employees of Concordia University, as detailed in Document BG-2004-6-D7.*

11. Proposal to collect an international levy in addition to the international student differential fee for undergraduate students in the Faculty of Arts and Science (Documents BG-2004-5-D6 and BG-2004-6-D8)

Dean Chaikelson explained that further to last June's Board meeting, discussions were held over the summer which resulted in the Faculty revising its original proposal regarding a differential fee for undergraduate students studying in the Faculty of Arts and Science.

The revised proposal calls for an international levy not to exceed to \$2,000 per year. However, for the 2005-2006 and 2006-2007 academic years, the levy would not exceed \$1,000. This levy would be effective for newly-admitted undergraduate students beginning in September 2005 and would not be retroactive. Accordingly, international students currently studying in the Faculty will not be affected. Dr. Chaikelson emphasized that the funds would be used exclusively to support the ongoing international initiatives, such as scholarships, awards, recruitment, etc. She reiterated that without this levy, these initiatives will be compromised while adding that that the levy will immediately cease to be collected in the event of a government claw back.

Pursuant to Mr. Farrington's request, speaking privileges were granted to Ms. Mia Chiviri, President of the International Student Association, who read a statement against the levy, indicating that it would unfairly penalize international students. Mr. Wordsworth suggested that the Board work with the students to lobby the government for proper funding in lieu of immediately resorting to increasing fees.

In response to questions, Dean Chaikelson estimated that \$300,000 would be collected for the first year, and possibly \$600,000 the second year, depending upon the number of enrolments.

While recognizing the precarious financial situation of many international students, Provost Singer reiterated the necessity of this levy to allow for a more vigorous scholarship program, which is desperately needed for many international students. He added that the current government policy to claw back the difference between fees paid by the international students and Quebec students is the real problem.

A discussion ensued, further to which upon motion duly moved and seconded (Knitter, Chaikelson), it was RESOLVED with 18 in favor, 7 opposed and 3 abstentions:

R-2004-6-12 *WHEREAS at the June 17 Board meeting, the decision regarding the proposal to establish differential fees for international studying at the undergraduate level in the Faculty of Arts and Science was postponed to the September meeting so that alternative solutions to funding problems be examined;*

WHEREAS further to meetings held over the summer between representatives of the CSU and the Faculty of Arts and Science, the latter has articulated a revised proposal;

BE IT RESOLVED THAT the Board of Governors approve the proposal of the Faculty of Arts and Science to collect an international levy of up to \$2,000 for thirty (30) credits in addition to the international student differential fee mandated and clawed back by the Ministry of Education of Québec for international students at the undergraduate level, effective for the Fall term of 2005 (2005/2) for newly-admitted undergraduate students in the Faculty of Arts and Science, the whole in accordance with the conditions stipulated in Document BG-2004-6-D8.

12. Reports on Concordia's compliance with certain legal obligations

12.1 Report on compliance with fiscal requirements

Vice-President, Finance Larry English reported he was satisfied with the procedures followed for computing and remitting taxes withheld from employees and employers' contributions from June 1, 2004 to August 31, 2004 as well as for GST and QST claims from May 1, 2004 to July 31, 2004 and that the University had fully complied with its statutory fiscal obligations. A copy of his written report had been deposited with the Secretary of the Board of Governors.

12.2 Report on compliance with environmental legislation and health and safety regulations

Vice-President, Services Michael Di Grappa reported that the *Quarterly environmental health and safety report on due diligence*, dated September 20, 2004, had been deposited with the Secretary of the Board of Governors. There have been no CSST interventions naming Concordia as employer since the last report or serious injuries to Concordia personnel since the last report.

He added that the University is presently reviewing its emergency management plan, using the services of a consultant with a proven track record in emergency planning for academic institutions. With respect to fire and public safety, he noted the absence of any serious fire or citation since the last report and that Fire Safety Week was held in September, which includes the dissemination of fire safety information across the University and evacuation exercises in all Concordia buildings.

13. Report of the President

With respect to the upcoming Centraide campaign, Dr. Lowy asked those Governors who are considering making a donation to do it through the Concordia campaign. He also encouraged Governors who had not already sponsored anyone else to sponsor him for tomorrow Shuffle, the yearly walk to raise money for student scholarships. Lastly, the President urged Governors to attend one of several events held during the Homecoming week.

14. Reports of the Vice-President

14.1 Provost and Vice-President

Dr. Singer indicated that a new academic planning process was to begin shortly. He also thanked Dr. and Mrs. Lowy who hosted dinners to welcome the recently hired 70 tenure-track professors.

The Provost further reported that undergraduate admissions, while down compared to the same period last Fall in the Faculty of Engineering and Computer Science and the John Molson School of Business, were stable for the University as a whole.

14.2 Vice-President, Services

On behalf of himself as well as his family, Mr. Di Grappa thanked the Board of Governors for their support.

14.3 Vice-President, Institutional Relations and Secretary-General

Prof. Danis informed the Board of the appointment of Me Pierre Fréreau, a long-time member of the Concordia community, as Assistant Secretary-General and General Counsel.

14.4 Vice-President, Finance

Mr. English indicated that he still had not received a final budget from the government for the fiscal year ended May 31, 2003. However, in light of unexpected funds received towards the end of the year, contrary to what he had previously announced, Concordia will probably not incur a deficit for fiscal 2003.

15. Correspondence

There was no correspondence to report.

16. Any other business

Further to a suggestion from the Chair of the Board, upon motion duly moved and seconded (Lowy, Renaud), it was unanimously RESOLVED:

*R-2004-6-13 THAT the membership of the Board Standing Committees, as set out in Document BG-2004-6-D4 (revised), adopted earlier today, be amended to add Mr. Brent Farrington as a member of the Real Estate Planning Committee.*

17. Date of next meeting

The next meeting will be held on Tuesday, October 19, 2004, at 8 a.m., on the Loyola Campus.



18. Adjournment

The Open Session adjourned at 10 a.m.

A handwritten signature in black ink, appearing to read 'Danielle Tessier', with a stylized, cursive script.

Danielle Tessier  
Secretary of the Board of Governors